

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

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|--|-----------------------|--|--|----------------------------|--|---|--|
| POSITION TITLE Human Resources Spec (Recruit) | | ANNOUNCEMENT NUMBER 0039012 | DATES: | OPENING 08/07/00 | CLOSING (Close of business) 09/11/00 | EXPIRATION: (For "Open Until Filled" vacancies remove posting on this date) | |
| SERIES 0201 | GRADE GG-14 | KNOWN PROMOTION POTENTIAL TO GG-14 | AREA OF CONSIDERATION | | | TYPE OF POSITION | |
| ORGANIZATION LOCATION Office of Human Resources Human Resources Services and Operations Human Resources Service Center | | | NATIONWIDE | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> NONBARGAINING UNIT |
| | | | WASHINGTON, DC COMMUTING AREA | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> PART-TIME |
| | | | REGION COMMUTING AREA | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> TEMPORARY APPOINTMENT |
| | | | <input checked="" type="checkbox"/> OTHER ***Other | | | <input type="checkbox"/> | <input type="checkbox"/> NOT TO EXCEED |
| DUTY LOCATION Rockville, MD | | TRAVEL REQUIREMENTS 50 percent | NAME OF IMMEDIATE SUPERVISOR Jacqueline F. Jackson | | | | |

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SH-71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 114 VACANCY APPLICATION STATEMENT NOTICE (NRC requirement only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.

4. NRC APPLICANTS (ONLY): FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.

6. OTHER (Specify): **OF 612; SALARY HISTORY; RATING FACTORS**

NOTE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

*****AREA OF CONSIDERATION - Status/Federal Civil Service Employees Only**

Implements the U.S. Nuclear Regulatory Commission's (NRC) recruitment program. Assures that there is a sufficient number of highly qualified applicants to meet hiring needs for technical and professional positions, and student programs. Devises an annual recruitment plan which focuses on locating applicants with the skills needed by the NRC and on

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QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level or equivalent.

SPECIALIZED EXPERIENCE is experience which demonstrates knowledge of recruitment principles, practices and procedures. Candidates must also have progressively responsible experience which demonstrates broad knowledge of Federal human resources policies, programs and practices.

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS ARE ENCOURAGED TO ADDRESS THE RATING FACTORS LISTED BELOW:

1. Extensive knowledge of recruitment principles, practices and procedures, and experience using innovative approaches to recruit qualified persons for highly skilled occupations such as engineers and scientists. (DOUBLE WEIGHTED).

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FOR ADDITIONAL INFORMATION CONTACT

Tammy Simmons**Email: TMS1****Mail Stop: T2 D-32**

TELEPHONE

AREA CODE
301

NUMBER

415-7016

SEND APPLICATION MATERIALS TO:

| | | | | |
|---|---|--|---|--|
| <input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources | <input type="checkbox"/> Region I Personnel Officer | <input type="checkbox"/> Region II Personnel Officer | <input type="checkbox"/> Region III Personnel Officer | <input type="checkbox"/> Region IV Personnel Officer |
| U.S. Nuclear Regulatory Commission Washington, D.C. 20555 | U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406 | U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303 | U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532 | U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011 |

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DUTIES OF POSITION - CONTINUED

increasing representation of women and minorities. Coordinates recruitment visits to colleges and universities, and career fairs sponsored by professional and minority organizations. Serves as the lead on recruitment visits throughout the United States. Extensive travel is required during peak recruiting seasons.

QUALIFICATIONS REQUIRED - CONTINUED

Experience recruiting for engineering and scientific positions is highly desirable. THE SUCCESSFUL CANDIDATE MUST BE WILLING TO TRAVEL AT LEAST 50% OF THE TIME.

RATING FACTORS - CONTINUED

(EXAMPLE: Describe specific work experience, training and developmental assignments which demonstrate your ability to successfully recruit persons for scientific and engineering positions or for other technical jobs. Describe your ability to develop creative solutions to attract qualified persons for hard-to-fill engineering, scientific, or other critical need technical positions. Describe your experience identifying recruitment goals and planning/implementing successful recruiting programs and activities to meet these goals. Describe your experience working with student employment programs such as Cooperative Education Employment.)

2. Broad knowledge of Federal human resources laws, regulations, policies, and procedures, including those relating to EEO and affirmative action.

(EXAMPLE: Describe specific work experience, education, training and developmental assignments which demonstrate your knowledge of and ability to interpret and apply Federal human resources laws, regulations, policies, and procedures, particularly those relating to EEO and affirmative action. Describe how you have applied this knowledge and for what purposes. Describe specific experience you have with Federal personnel staffing programs, employee benefits and other Federal personnel functional areas. What were your duties and responsibilities? Describe any experience you have with Federal excepted service staffing. Provide specific examples and accomplishments.)

3. Demonstrated skill with computer-based software applications, automated human resources information systems, and applicant searches using the worldwide web.

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RATING FACTORS - CONTINUED

(EXAMPLE: Describe specific work experience, training and accomplishments which demonstrate your knowledge of and ability to utilize computer-based system applications including databases and spreadsheets. What specific software have you used (LOTUS, Harvard Graphics, Access, etc.) and for what purposes? Describe your experience developing, maintaining and/or using automated human resources systems. Describe your experience establishing and/or using automated tracking systems or databases for various human resources projects, producing reports or providing information. Describe your experience working with the worldwide web including the placing of advertisements and internet searches for highly technical and special emphasis candidates.)

4. Demonstrated ability to establish and maintain effective work relationships with all levels of management and staff within your organization; and representatives from government agencies, colleges and universities, and technical groups.

(EXAMPLE: Describe the various types and levels of individuals you routinely interact with and for what purposes. Provide specific examples of situations that required you to use tact, diplomacy and negotiation skills to achieve cooperation and develop consensus. What techniques do you use to develop effective working relationships?)

5. Demonstrated skill presenting information, ideas and advice in a clear, concise and logical manner, both orally and in writing.

(EXAMPLE: Describe specific work experience, education, training and accomplishments which demonstrate your ability to communicate information, both orally and in writing. Describe the type of original writing you routinely generate. What are the most difficult or challenging writing assignments you have completed? Describe the kinds of oral presentations you have made, to whom and for what purposes. Describe your ability to initiate discussions and acquaint yourself with a variety of people, i.e., students, faculty, professionals, applicants, in informal settings to share information. Describe any experience you have developing training materials and conducting training sessions.)

NOTE: Breadth, recency and length of experience in the field; training, awards and commendations; past and current performance; and community or outside professional activities will be considered as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

PLEASE SUBMIT RESUME INCLUDING SALARY HISTORY, SF-171 OR OF-612, MOST RECENT PERFORMANCE APPRAISAL AND STATEMENT ADDRESSING RATING FACTORS TO:

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RATING FACTORS - CONTINUED

U.S. Nuclear Regulatory Commission
Office of Human Resources
ATTN: Tammy Simmons, Mail Stop T-2 D32
Washington, D.C. 20555

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

CURRENT/REINSTATEMENT-ELIGIBLE FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF AN SF-50 (NOTIFICATION OF PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT ELIGIBILITY. PLEASE NOTE: NRC EMPLOYEES AND OTHERS, WHO WISH TO BE CONSIDERED UNDER BOTH MERIT PROMOTION AND COMPETITIVE PROCEDURES MUST SUBMIT TWO COMPLETE APPLICATION PACKAGES. IF ONE APPLICATION IS RECEIVED, IT WILL ONLY BE CONSIDERED UNDER THE MERIT PROMOTION ANNOUNCEMENT.

VETERAN'S PREFERENCE: IF CLAIMING 5-POINT VETERANS' PREFERENCE, YOU MUST ATTACH A COPY OF YOUR DD-214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY, OR OTHER PROOF OF ELIGIBILITY. IF CLAIMING 10-POINT VETERANS' PREFERENCE, YOU MUST ATTACH AN SF-15, APPLICATION FOR 10-POINT VETERANS' PREFERENCE, PLUS THE PROOF REQUIRED BY THAT FORM.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.